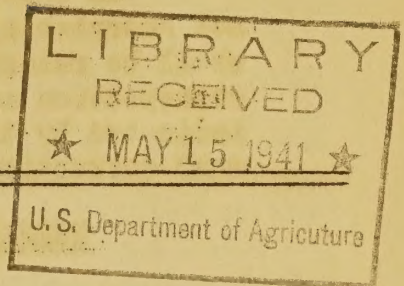


Issued April 28, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION

PROCEDURE FOR CONDUCTING THE SPOT CHECK OF
THE WORK OF FARM REPORTERS

GENERAL

The State committee will conduct a spot check of the work of the farm reporters and make a comparison of the relative efficiency among counties in performance work. This spot check will be made in each county by reviewers selected by, and responsible to, the State committee. In the selection of reviewers, preference should be given to committeemen who have done outstanding work in the past on performance. The reviewers selected should not work on the spot check in their own counties.

The State committee should select reviewers who will be able to devote the major portion of their time to the spot check until such work has been completed.

The following work of the farm reporters shall be spot-checked by the reviewer:

- (1) At least 2 percent of the total number of farms in each State on which performance was determined, and a minimum of 1 1/2 percent of the farms in any county.
- (2) All of the farm reporter's descriptions of crop and land uses, and soil-building practices carried out on the farm selected for the spot check.
- (3) All field acreages on the farm selected for the spot check which are affected by measurements made in 1941.
- (4) General efficiency of work.

Where it appears justifiable, the county committee may request the reviewer to reinspect additional farms in the county. In some cases it may be advisable for the county committee to select a person to assist the reviewer in his work.

In case the spot check indicated that the farm reporter's work is not acceptable, the farms which have been inspected by the farm reporter shall be reinspected to the extent that the county committee considers reinspection necessary. Corrections in classification or measurements indicated by the spot check shall be transferred to the farm report and each correction initialed by a member of the county committee.

PREPARATION OF FORM NCR-518, REVIEWER'S CHECK SHEET

The reviewer shall prepare in duplicate Form NCR-518, Reviewer's Check Sheet, for each farm spot-checked. The farm report shall be taken to the field by the reviewer but no changes shall be made by the reviewer on the farm report in entries that were made by the farm reporter. Incorrect entries or errors made by the farm reporter shall be noted on the Reviewer's Check Sheet.

Enter the usual identification information at the top of the Reviewer's Check Sheet.

SECTION I. - Enter the field letter, the description made by the farm reporter and the description by the reviewer for any field on the farm which the reviewer finds was described in a manner that would lead to an incorrect classification. Enter in the spaces provided the number of crop and land use errors, the number of soil-building practice errors and the number of cropland fields on the farm.

SECTION II. - Enter the field letter for each field measured by the farm reporter on which the measurements are found to be in error with a notation indicating the probable cause of the error and the correct measurements for the field. Enter the number of fields affected by measurements made in 1941 and the number of fields in error.

SECTION III. - Enter as the answer to the question, a short report on the work of the farm reporter on the basis of the spot check. In this report the following should be taken into consideration: completeness and thoroughness of farm reporter's inspection, neatness and legibility, information for the determination of division of payments and any other information as to the efficiency of the farm reporter. Any additional information in regard to errors indicated in section I and section II should be entered in this section. In case the acreage of a permanent field is in error, indicate the probable cause of the error such as planimetry, transfer of acreages, etc.

PREPARATION OF THE REVIEWER'S SPOT-CHECK REPORT

The reviewer shall prepare in triplicate the "Reviewer's Spot-Check Report," a sample copy of which is attached. Copies of this form shall be mimeographed for use by the reviewer. The entries, items 2, 3, 4, 5, 6 and 7, will be obtained from Forms NCR-518. The entry for item 8 will be the total number of farm reporters who have worked in the county. In making the entry in item 9, if the reviewer spot-checked two or more farms which

were inspected by the same farm reporter, such farm reporter shall be considered only once. In addition to this report, the reviewer shall prepare in duplicate a short narrative report indicating the results of the work of the farm reporters in each county on the basis of the spot check.

The original and one copy of the reviewer's spot-check report, the original and one copy of the reviewer's county narrative report, and all original copies of the reviewer's check sheet shall be transmitted to the State committee by the reviewer after the completion of the spot check. One copy of the reviewer's spot-check report and all yellow copies of the reviewer's check sheet shall be filed in the county office.

PREPARATION OF THE STATE SUMMARY OF REVIEWER'S COUNTY SPOT-CHECK REPORTS

The State office shall prepare in duplicate on forms furnished by the North Central Division a State summary, by farmer fieldmen districts, of the reviewer's spot-check reports that have been submitted from the counties. The counties shall be listed alphabetically by farmer fieldmen districts. The State summary shall show farmer fieldmen district totals as well as State totals. In addition, the State office shall prepare in duplicate a State narrative report indicating the results obtained on the basis of the spot check.

As soon as possible after the completion of the State summary, the State office will forward the reviewer's spot-check reports, a copy of each county narrative report, the State narrative report, and the State summary to the North Central Division.

REVIEWER'S SPOT-CHECK REPORT

_____ County

_____ State

- 1. Number of farms on which performance was determined _____
- 2. Number of farms spot-checked by the reviewer _____
- 3. Number of cropland fields spot-checked by the reviewer _____
- 4. Number of crop and land use errors _____
- 5. Number of soil-building practice errors _____
- 6. Number of fields affected by measurements made in 1941 _____
- 7. Number of field acreage errors _____
- 8. Number of farm reporters employed _____
- 9. Number of farm reporters spot-checked by the reviewer _____
- 10. Cost of spot check
 - (a) Reviewer's compensation _____
 - (b) Reviewer's mileage and per diem _____
 - (c) County expense for reviewer's assistant _____
 - (d) Total cost of spot check _____

(Date)

(Signature of Reviewer)